

DEPARTMENT OF CIVIL SERVICE



JAMES D. FARRELL, STATE PERSONNEL DIRECTOR

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The Department of Civil Service is the central personnel agency for state government, with overall responsibility for regulating conditions of employment for classified civil service workers in all of the departments of the executive branch of state government.

A 4-member, bi-partisan commission heads the department. The governor appoints the commission members to serve for staggered terms of 8 years. The **Civil Service Commission**, in turn, appoints the director of the department who serves as the state personnel director.

CIVIL SERVICE COMMISSION

	<i>Term expires</i>
F. THOMAS LEWAND, Birmingham	Dec. 31, 2012
SHERRY L. McMILLAN, Walled Lake	Dec. 31, 2010
SUSAN GRIMES MUNSELL, Howell (Chair)	Dec. 31, 2008
JAMES P. PITZ, Midland	Dec. 31, 2006



The state civil service merit system was introduced into state government by Act 346 of 1937, provided for in 1941 by an amendment to the Constitution of 1908, and currently provided for in article XI, section 5, of the Constitution of 1963. The department is responsible for ensuring that candidates are qualified for state employment on the basis of merit, efficiency, and fitness; classifying all positions in the classified service; establishing rates of pay for these positions; reviewing and approving or disapproving disbursements for personal services; making rules and regulations covering all personnel transactions; and regulating all conditions of employment in the classified service.

One of the department's responsibilities is to maintain a trained corps of career employees who carry on the work of state government regardless of changes in political leadership. The objective is to assure all Michigan citizens of a work force competent to perform the business of state government with nonpartisan efficiency.

The provisions of the Constitution of 1963, effective January 1, 1964, define the state civil service as "... all positions in the state service except those filled by popular election, heads of principal departments, members of boards and commissions, the principal executive officer of boards and commissions heading principal departments, employees of courts of record, employees of the legislature, employees of the state institutions of higher education, all persons in the armed forces of the state, eight exempt positions in the office of the governor, and within each principal department, when requested by the department head, two other exempt positions, one of which shall be policy-making. The civil service commission may exempt three additional positions of a policy-making nature within each principal department."

The Department of Civil Service is organized into the following: the Executive Office, Human Resource Services, Employment Information and Career Planning, Detroit Regional Office, Human Resource Training and Development, Compliance, Technical Complaints, Hearings, Employee Relations and Mediation, Disbursements for Personal Services, Employee Benefits, Human Resource Management Network (HRMN), and MI HR Service Center.

The **Executive Office** is headed by the state personnel director. The state personnel director is the only classified director in the executive branch, hired by the civil service commission to administer the department of civil service. Many of the administrative functions of the commission are effectively delegated to the state personnel director. The state personnel director promulgates regulations to further implement rules created by the Civil Service Commission. The Executive Office includes the Office of the General Counsel, which serves as legal counsel to the Department and the Civil Service Commission, issues and maintains official publication of the Civil Service rules and regulations, and supports the Employment Relations Board.

The **Human Resource Services** is responsible for the development and administration of processes for classifying and selecting state employees. Cross-trained teams are assigned to service specific agencies in the areas of recruitment, classifications, evaluation, agency reorganizations, student programs and employment list processing.

The **Employment Information and Career Planning** office provides career information and planning services to job seekers throughout the state. This office also develops on-line materials on resume writing, interview tips, career ladders, and other references to assist job seekers.

The **Detroit Regional Office** provides career information and planning services to job seekers in the Detroit metropolitan area. The Detroit office also provides testing services for job applicants.

The **Office of Human Resource Training and Development** designs and implements training and development programs to enhance the skills of state employees at all levels. The office provides statewide generalized training on numerous topics and assists all state departments in the development of agency-specific training. Services include the provision of guidance, coordination, consultation, and policy direction to departments in areas directly related to improving the performance of state government.

The **Office of Compliance** monitors and reviews Civil Service delegated agency human resource personnel and payroll transactions involving classified employees and contractual personal services. The Office of Compliance conducts reviews on a real-time basis. Reviews include selection and related personnel activities, classification, payroll and performance activities, and disbursements for personal services.

The **Hearings, Employee Relations and Mediation** section provides neutral dispute resolution services for many different aspects of labor and management relations. Services include adjudicating non-exclusively represented employee grievances and unfair labor practice charges, conducting representation elections to determine exclusive representation rights, and providing mediation to assist in resolving collective bargaining disputes, employee grievances, and unfair labor practice disputes.

The **Office of Technical Complaints** reviews and prepares decisions on complaints filed by appointing authorities, employees, applicants, and bargaining unit representatives who are appealing staff decisions in the areas of classification, selection, and requests to approve disbursements for personal services.

The **Disbursements for Personal Services** office reviews and approves or disapproves departments' requests to disburse funds for personal services. This office also provides monthly and annual reports to the legislature on departmental contracting and expenditures for personal services.

Employee Benefits is charged with the responsibility of overseeing the state's employee health, dental, vision, and life insurance plans for active and retired employees, and maintaining vendor contracts with all benefit insurance carriers.

The **Human Resources Management Network (HRMN)** system is the state's HR information system, which integrates the delivery of payroll, personnel, and employee benefits. The *HRMN Operations and Data* division is charged with monitoring system capabilities, maintaining the system, and adapting the system to streamline business processes. The HRMN system also enables employees to access their personnel information and make adjustments to records.

The **HRMN Compensation** division maintains the state's compensation plan, which entails establishing rates of pay, leave time, and performance management systems for all classified

employees. This area also maintains state classified work force data and assists the State Officers' Compensation Commission in executing its duties.

The **MI HR Service Center** provides a single point of contact to all state employees for routine HR questions, transactions, and on-line self-service and knowledge base assistance. The call center was implemented in 2004, and will continue to assume additional transaction processing activities to further consolidate and standardize human resource transactions.

EMPLOYMENT RELATIONS BOARD

	<i>Term expires</i>
WILLIAM BRAMEN	May 1, 2007
RICHARD WARNER	May 1, 2005
SUSAN ZURVALEC (Chair)	May 1, 2006

The Civil Service Commission created the **Employment Relations Board (ERB)** to assist the Commission in several of its duties. The ERB consists of three members appointed by the Commission and paid on a per diem basis. The ERB sits as a panel to hear matters and to make recommendations for action to the Commission.

Grievances and Technical Grievances. Nonexclusively represented employees with a grievance against their employer or civil service may be entitled to a review by a civil service hearing officer. The decision of that hearing officer can be appealed to the ERB and Commission. The ERB sits as an appellate panel to hear appeals and to recommend action by the Commission. The Commission then acts to approve, reject, or modify the ERB's recommendation.

Collective Bargaining Impasse Panel. If the Office of the State Employer (OSE) and a union cannot reach a negotiated agreement, they may submit their dispute to the ERB for resolution. The ERB sits as a panel to hear and decide all impasse issues. The ERB then makes a recommendation for resolution to the Commission. The Commission then acts to accept, reject, or modify the impasse recommendation of the ERB.

Coordinated Compensation Plan. The ERB also sits to hear proposals from the governor and non-union employees for pay and benefit changes for employees not covered by collective bargaining. The ERB annually issues a coordinated compensation recommendation for pay and benefit changes for the nonexclusively represented employees. The Commission then acts to accept, reject, or modify the pay recommendations of the ERB.

STATE BOARD OF ETHICS

	<i>Term expires</i>
CHRISTINE DERDARIAN, Bloomfield Hills	Feb. 7, 2007
FREDERICK DILLINGHAM, Howell	Feb. 7, 2008
H. LYNN JONDAHL, Okemos (Chair)	Feb. 7, 2007
FRANK J. KELLEY, Lansing	Feb. 7, 2008
JOHN D. PIRICH, Lansing	Feb. 7, 2009
MIKE (MILO) PUMFORD, Newaygo	Feb. 9, 2009
RABBI PAUL YEDWAB, West Bloomfield	Feb. 7, 2008

ex officio

MIKE COX, Attorney General
JAMES D. FARRELL, State Personnel Director

The **State Board of Ethics** was created by Act 196 of 1973. The board is authorized to receive complaints concerning alleged unethical conduct by a public officer or employee from any person or entity; inquire into the circumstances surrounding the allegation; and make recommendations concerning individual cases to the appointing authority with supervisory responsibility for the person whose activities have been investigated. The function of the board is advisory and the board is not empowered to take direct action against any person or agency. State officers and

employees may request advisory opinions from the board concerning whether specific factual situations are in harmony with the act.

The 7 members of the board are appointed by the governor, with the advice and consent of the senate, to serve for terms of 4 years. Upon expiration of a term, a member may continue to serve until a successor is appointed. The Department of Civil Service provides administrative support to assist the board in carrying out its charge.



STATE OFFICERS' COMPENSATION COMMISSION

Term expires

GARY G. CORBIN, East Lansing	June 30, 2008
PENNY L. DEITCH, Bingham Farms	June 30, 2008
YOUSIF GHAFARI, Bloomfield Hills	June 30, 2005
THOMAS E. HOEG, Northville	June 30, 2005
LARRY L. LEATHERWOOD, Lansing	June 30, 2008
PATRICIA MCCARTHY, Grosse Pointe	June 30, 2005
MARIA ELENA RODRIGUEZ, Allen Park	June 30, 2005

The **State Officers' Compensation Commission** was created by a 1968 amendment to article IV, section 12, of the Constitution of 1963 and implemented by Act 357 of 1968. A constitutional amendment approved August 6, 2002, effective September 21, 2002, modified the commission's scope of responsibility. Implementing legislation under the revised constitution has not yet been enacted. Previous enabling legislation assigned the commission to the Department of Civil Service for purposes of administration, budgeting, procurement, and related management functions.

Subject to the legislature's ability to amend the commission's determinations, the commission determines the salaries and expense allowances of the members of the legislature, governor, lieutenant governor, attorney general, secretary of state, and justices of the Supreme Court. The commission's determinations take effect for the legislative session that begins immediately after the general election that follows approval of the determinations by concurrent resolution adopted by a majority in each house.

The 7 members of the commission are appointed by the governor. Members' qualifications may be determined by law.

